

~~CONFIDENTIAL~~
~~SECRET~~

4 MAR 1959

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Management Study of Personnel Reports Prepared by
the Machine Records Division, Office of the
Comptroller

1. The attached study is the result of a combined effort of the Management Staff, the Office of Personnel, and the Machine Records Division. Each of the recurring personnel reports was examined to determine validity of requests, reduce frequencies and to foster multiple use of copies.

2. Resulting from this study the number of personnel reports has been decreased from 190 to 119, or a decrease of 37.5 per cent. This reduction in reports, together with reductions in frequency of remaining reports, represents a savings of 1,628 man-hours per annum of Machine Records Division time. To these savings can be added personnel time in dissemination, reviews by recipients, logging, controlling and filing time plus the cost of filing equipment.

3. Please note paragraphs 6, 7, and 9 to which I've directed Gordon Stewart's attention particularly.

4. The cooperation received by the Management Staff in the conduct of this study and the mutual desire on the part of all persons concerned is noteworthy.

5. There are currently 66 employees on duty in the Machine Records Division producing the following recurring reports:

	<u>Number</u>	<u>Per cent</u>
Office of Personnel	190	35.3
Office of the Comptroller	250	46.5
Office of Logistics	67	12.4
Special Projects	32	5.8
	<u>539</u>	<u>100.0</u>

Due to the variances in complexity of reports the percentage relationship of number of reports cannot be applied directly to the on-duty strength.

6. A similar effort with regard to the reports prepared by the Machine Records Division for the Comptroller will begin shortly.

Signed

4 MAR 1959

25X1A9a

Chief, Management Staff

~~CONFIDENTIAL~~~~SECRET~~

JOB NO. BOX NO. 3 FLD NO. 3 DOC. NO. 2 NO. CHANGES
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS SECRET JUST. 22
NEXT REV DATE/0 REV DATE/22/0 REVIEWER 000000 TYPE DOC. 02
NO. PGS // CREATION DATE ORG COMP 3 PEOPLE 30 ORG CLASS S
REV CLASS C REV COORD. AUTH: HR 70-4